

October 12, 2005 AACRAC MEETING MINUTES

Members Present: Steve Hanlin, Kent Heikens, Loren Jones, Jeremy Singer, Doug Sumerford, Amanda Toot, Emilie Zehr

Guests Present: Sherry Maakestad, Patricia Federico

Absent with Notification: Jaci Weese

The order of items presented in these meeting minutes is consistent with presentation at this meeting and does not correspond with the order of proposed agenda items.

1. Meeting called to order 12:33 PM.
2. Kent Heikens introduced guest, Sherry Maakestad, Youth and Shelter Services. Sherry Maakestad is attending to assist in the planning of a proposed AACRAC sponsored presentation of 'Mobbing' or 'Bullying' behavior in the workplace. This discussion included what this environment is, what is needed, what the presentation should include as pertinent and appropriate. Note-worthy ideas included that 'bullying is not merely a kid thing; it is an adult thing as well'. People are less likely to engage in bullying behavior when they are held accountable for bullying behavior. A definition of bullying presented by Sherry Maakestad was "Anytime anyone makes one feel uncomfortable or unsafe". It was added this behavior is especially noteworthy when it is repeated. This can include a variety of behaviors. It was brought up by the Human Resources Division the concept of 'Mobbing in the Workplace' in the presentation to employees earlier this last summer after being requested to do so by Emilie Zehr to Acting NADC Director Ron Horst. The subject was presented by the HRD representative, but not discussed in any depth. By addressing the subject it can be assumed the HRD does recognize the concept of 'Mobbing in the Workplace' as an existing condition and merits legitimate concern and legal recognition. There are members on the AACRAC that think more should be presented on the subject of 'Mobbing in the Workplace'.
3. After a considerable amount of discussion the following was decided. A working title for a presentation can be "Mobbing, Bullying, and Respect for co-workers in the Professional Adult Work Environment". The Human Resources Division via the NADC located Personnel Department should be a resource for information. The AACRAC will request information on Agency support and regulations pertaining to mobbing, bullying and conduct of Federal employees to co-employees in the workplace. This conduct request includes the conduct of employees and supervisors and their interactions. As of this meeting, the AACRAC has not been made aware of any support from the Midwest Area Human Resources Division or from the Midwest Area Civil Rights Committee. The AACRAC has received no assistance or advice from the Location Coordinator. Amanda Toot, Chairperson, will inquire for any information and support from the Human Resources Division via the NADC located Personnel Department. Sherry Maakestad offered her assistance at any time including a presentation if requested. Sherry Maakestad can be contacted at sherrymaakestad@yahoo.com.
4. Sherry Maakestad adjourned from the meeting at approximately 1:15 PM.
5. Approval of September 14, 2005 Meeting Minutes, no additions or corrections.
6. Chairperson, Amanda Toot passed out copies of a letter to Nina Grant, Minority Liaison Officer, Director of Agriculture Multicultural Programs, College of Agriculture, Iowa State University from Fiscal Year 2005 Chairperson Mark Tomer thanking her on behalf of the AACRAC for her presentation and assistance to the AACRAC on September 14, 2005.

7. Review of ongoing observance, Hispanic Heritage Month, September 15-October 15, 2005, Kent Heikens and Loren Jones. Posters were displayed at the five locations, CICGRU, NADC, NSTL, NCRPIS, SOMMR (NSRIC). The one hour PBS, Public Broadcasting Service, documentary video Zoot Suit Riots was shown in Room 101 at the NADC on September 29, 2005. About 8 people attended. All who attended thought the video to be informative and on a subject that was historically pertinent, and they had not been taught about this subject in school.
8. Review of upcoming observance, National Disability Employment Awareness Month, October, 2005, Emilie Zehr. Posters are on display at the five locations, CICGRU, NADC, NSTL, NCRPIS, and SOMMR (NSRIC). The 1 hour PBS (Public Broadcasting Service) American Experience documentary video, 'A Brilliant Madness' was shown in the NADC Auditorium 11:30- 12:30 PM, October 12, 2005 with an attendance of 26 people. This documentary will be shown in Room 326 at the NSTL on October 19, 2005 from 12:00-1:00 PM. Attendees commented this was an excellent video and considerably better than the Hollywood movie version, 'A Brilliant Mind'.
9. Upcoming observance, National Native American Heritage Month, November, 2005, Kent Heikens. NCRPIS may show the video, 'Pow Wow Highway'. Plans are still being made.
10. Upcoming observance, Veteran's Day, November 11, 2005, Loren Jones. Posters are planned to be displayed. The one hour PBS documentary video, 'War Letters' will be shown sometime during the month. This video is based on the book, War Letters: Extraordinary Correspondence from American Wars which is one of the books in the AACRAC Library. Time and location to be arranged. Poster flyers will be designed, produced, and distributed. Loren Jones suggested the idea of procuring a speaker in recognition of Veteran's Day to speak on the current events in the ongoing involvement of the U.S. Armed Services. The idea is to get a non-political point of view from the front. Loren Jones contacted Rick Hornsby, current reservist and NADC employee, for contact information. The contact will be through the Camp Dodge Outreach Officer, Colonel Hapgood. A motion was requested for not to exceed \$300 for an honorarium. Motion seconded, motion carried. If a speaker can be arranged, it will likely be in the latter half of November or in the month of December, 2005.
11. Patricia Federico is attending as an invited guest and interested potential AACRAC member. Amanda Toot will notify her Supervisor, Research Leader, and the Location Coordinator. The AACRAC normally recommends membership on the AACRAC as outlined in the AACRAC Charter. From past practice there may not be any response from the Location Coordinator.
12. Steve Hanlin will scan a better copy of the AACRAC Charter into the AACRAC Website.
13. Motion to nominate Patricia Federico as Fiscal Year 2006 Secretary for the AACRAC. Motion seconded, motion carried. A new member can serve as an officer of the AACRAC except for the Chairperson position as outlined in the AACRAC Charter.
14. MANRRS (Minorities in Agriculture Natural Resources and Related Sciences) Conference support or AACRAC direct participation. There is a MANRRS Chapter at Iowa State University. MANRRS is scheduled for St. Louis, MO, March 30 to April 1, 2006. Chairperson, Amanda Toot will contact Marie Bishop, or contact or direct someone else to find out what can be done through the AACRAC.
15. Jeremy Singer, Amanda Toot volunteered to assist the ARS Booth at the upcoming Agriculture Career Day on the ISU Campus. Specific day at this meeting is not known.
16. Chairperson, Amanda Toot has the Power Point presentation from Nina Grant, Minority Liaison Officer, Director of Agriculture Multicultural Programs, College of Agriculture, Iowa State University, as presented to the NADC September 14, 2005. Amanda Toot may use all or part of this presentation to present to the SMT (NADC, Senior Management Team) to ask if there is any funding for Summer Internship

Programs for Fiscal Year 2006. Another question or situation to be addressed is the question of who gets 'credit' for the support of Summer Interns. This is a topic brought up by Carol Moran in the AACRAC September 14, 2005 Meeting. Part of the question of 'credit' is which agency gets 'credit', Iowa State University, or the USDA, ARS. What this 'credit' specifically is precisely is undefined to the AACRAC.

Chairperson, Amanda Toot will request assistance from the SMT.

17. Loren Jones mentioned there were Summer Internships budgeted in the amount of \$11,000 in the NADC Director's Fund for Fiscal Year 2005. This information is from the May 11, 2005 SMT Meeting Minutes. The AACRAC was never made aware there were internships available for Fiscal year 2005.
18. Summer Internships should be proposed and submitted to Nina Grant by November 1 prior to the summer internship. This will provide for the advertising for the most suitable applicants as ISU handles the promotion and collection of applicants.
19. Loren Jones will inquire as to the availability of funds to support transportation costs to facilitate Interns transportation and possible employee's transportation by using existing government public transportation initiatives. Kent Heikens mentioned this is being used by an employee of the NSTL (Jodi?). Carol Moran, LAO, mentioned the existence of government public transportation initiatives at the September 14, 2005 AACRAC Meeting. Loren Jones will ask Carol Moran for information and assistance in this (these) program(s).
20. Emilie Zehr will inquire to the training and non-competitive hiring status of minorities and disabled individuals as mentioned by Carol Moran in the September 14, 2005 AACRAC Meeting. Are there programs to assist minority students with education and provide non-competitive job placement in ARS? Emilie Zehr will ask Carol Moran for information and assistance in this (these) program(s).
21. Past AACRAC Secretary Eva Wojcik had developed a draft survey on the performance of AACRAC activities. A copy was passed out to all members present. There was some discussion on the survey and format. It was decided to postpone any proposed changes until next meeting to allow members a chance to read through the draft. Any suggestions or proposed changes can be forwarded to Chairperson, Amanda Toot.
22. Meeting adjourned at 1:55 PM.

Minutes written by Loren Jones